

### Student Satisfaction Survey Review – December 2002 Administration

Today's Date: _____	Center Director's Name: _____
Center Name: _____	Center Director's Phone: _____
Project Manager's Name: _____	Center Director's E-mail: _____
Project Manager's Phone: _____	Survey Coordinator's Name: _____

Pre-Survey Activities		
	Response	Comments
Did the center receive enough materials from the Job Corps Data Center (i.e., Spanish and English surveys, Spanish and English protocols, envelopes, seals)?	Yes    No	
How were students informed about the time and location of the survey?		
Training Activities		
Did the center hold a training session for <u>student proctors</u> ?	Yes    No	
If yes, enter date of the <u>student proctor</u> training session:		
Did <u>student proctors</u> practice reading their scripts in the training session?	Yes    No	
Did the center hold a training session for <u>staff monitors</u> ?	Yes    No	
If yes, enter date of the <u>staff monitor</u> training session:		
General Survey Administration		
Date of the general survey administration:		
Time general survey administration began:		
Time general survey administration ended:		
Did the center conduct the general survey administration all at one time?	Yes    No	
In what location did the on-center students take the survey?		
In what location did the off-center (e.g., WBL, VST, ACT) students take the survey?		
Did staff monitors read their script to the class?	Yes    No	
Did staff monitors exit the classrooms?	Yes    No	
Did student proctors read their script to the class?	Yes    No	
Did student proctors check the names of students off an attendance list?	Yes    No	
Did student proctors seal the surveys into envelopes?	Yes    No	
Did student proctors sign the back of the envelopes?	Yes    No	
Were the attendance lists returned outside of the sealed envelopes?	Yes    No	
Were students asked to complete any other forms or surveys during the general survey administration?	Yes    No	
Spanish Survey Administration (If Applicable)		
Did any students take the survey in Spanish?	Yes    No	
About how many students took the survey in Spanish?		
Date of the Spanish survey administration:		
Time Spanish survey administration began:		
Time Spanish survey administration ended:		

<b>Spanish Survey Administration (If Applicable) Continued</b>		
Did staff monitors read their script to the class?	<b>Yes</b> <b>No</b>	
Did staff monitors exit the classrooms?	<b>Yes</b> <b>No</b>	
Did student proctors read their script to the class?	<b>Yes</b> <b>No</b>	
Did student proctors check the names of students off an attendance list?	<b>Yes</b> <b>No</b>	
Did student proctors seal the surveys into envelopes?	<b>Yes</b> <b>No</b>	
Did student proctors sign the back of the envelopes?	<b>Yes</b> <b>No</b>	
Were the attendance lists returned outside of the sealed envelopes?	<b>Yes</b> <b>No</b>	
Were students asked to complete any other forms or surveys during the Spanish survey administration?	<b>Yes</b> <b>No</b>	
<b>Make-up Survey Administration</b>		
Does the center plan to conduct a make-up survey?	<b>Yes</b> <b>No</b>	
If yes, enter date the make-up survey is scheduled:		
Will attendance lists be used to identify students that need to take a make-up survey?	<b>Yes</b> <b>No</b>	
How will students be informed that they need to take a make-up survey?		
In what location will the make-up survey be given?		
At what time will the make-up survey be given?		
Did the center conduct a make-up survey?	<b>Yes</b> <b>No</b> <b>Don't Know</b>	
<b>Project Manager's Evaluation</b>		
Has the center been following the National Office's survey protocol <u>during past administrations</u> ?	<b>Yes</b> <b>No</b>	
Did the center generally follow the National Office's survey protocol <u>during this visit</u> ?	<b>Yes</b> <b>No</b>	
What problems did the center have following the protocol this time?		
What changes does the center plan to make to improve the survey administration in the future?		
In the environment in which the survey is administered, do you think that students can answer the survey honestly?	<b>Yes</b> <b>No</b>	
Other comments or questions?		

**Please fax the completed form to Mary Kay Dugan at Battelle (206) 528-3550 no later than December 17, 2002. Thank you.**